

DRAFT

CAPITAL IMPROVEMENTS PROGRAM
CITIZENS ADVISORY COMMITTEE
MEETING MINUTES
June 17, 2003

The Capital Improvements Program Citizens Advisory Committee convened at 4:00 p.m. on June 17, 2003 at 223 W. Shirley Avenue in the Training Trailer of the General Services complex in Warrenton, Virginia.

The following Committee Members (*), staff (**) and individuals were present:

Paul Blackmer*	Citizen, Lee District
Randy Benevento**	Executive Assistant, Fauquier County Budget Office
Janice Bourne**	Director, Fauquier County Finance Department
Tom Boyer**	Facilities Management, Fauquier County Schools
Betty Brooks**	Budget Analyst, Fauquier County Budget Office
Rick Carr**	Director, Fauquier County Community Development
Belinda Deal**	Accountant, Fauquier County Finance Department
David deGive*	Citizen, Financial Expertise
Butch Farley**	Director, Fauquier County General Services
Ray Graham*	Member, Fauquier County Board of Supervisors
Rick Klinc**	Director, Fauquier County Information Technology
G. Robert Lee**	County Administrator, Fauquier County
Robert McElhinney*	Citizen, Construction Expertise
Erich Meding*	Citizen, Technology Expertise
Eric Mock**	General Services, Maintenance and Repair
Bill Peters*	Citizen, Cedar Run District
Dr. Kitty P. Smith*	Citizen, Marshall District
Bryan Tippie**	Director, Fauquier County Budget Office
Mike Weaver**	General Services, Maintenance and Repair
Christine Weir*	Citizen, Scott District
Mark Cornwell**	Assistant Superintendent, Fauquier County Schools
Maria Del Rosso**	Director, Fauquier County Public Library
Don Schenck**	Parks Planner, Fauquier County Parks & Recreation

Unable to attend:

Bronwyn Lambelet*	Chair, Fauquier County School Board
Richard Robison*	Chair, Planning Commission
John D. Smith*	Citizen, Center District

- ◆ CIP Chairman, Mr. Paul Blackmer called the meeting to order at 4:05 p.m. and welcomed those in attendance.

Minutes of the May 6, 2003 Meeting Approval

- ♦ Mr. Blackmer called for additions or changes to the minutes. Mr. David deGive motioned that the minutes be approved as presented; Mr. Ray Graham seconded; and the motion carried.

CIP Committee Proclamation

- ♦ Mr. Blackmer read a Proclamation received from the Board of Supervisors signifying their appreciation for the efforts of the CIP Committee.
- ♦ As a further sign of its appreciation, the Board of Supervisors also provided Fauquier County insignia pins and miniature pen knives for the Committee members. These were presented to all members in attendance.

Discussion of Major Systems Replacement Sub-Committee Report

- ♦ Mr. Blackmer introduced Eric Mock and Mike Weaver, General Services Maintenance and Repair and Mr. Tom Boyer, Facilities Manager for the School Division as staff working with the Major Systems Replacement Sub-Committee.
- ♦ Mr. Blackmer defined a capital major systems replacement project as a project having expenditures that will last at least ten years.
- ♦ Mr. Blackmer described the methodology for analysis and condition assessment used in prioritizing projects.
- ♦ Mr. Blackmer also provided a list of the major systems replacement sites that were visited and pictures of several of the requested projects were provided the Committee members. The recommendations of the Sub-Committee for FY 2005-2009 were outlined. It was pointed out that the School Division's flooring and painting were not recommended for inclusion in the CIP, but should be funded in the Comprehensive Maintenance Plan. The outdoor lighting projects were referred to the Construction Sub-Committee.
- ♦ Also provided to the Committee was a 20 year data base roof and HVAC survey for the General County Government and School Division.
- ♦ Dr. Kitty Smith asked several questions including those regarding roofs and roof warranties, replacing carpet with other flooring in schools, and lights for school parking lots. After a brief discussion on each issue the primary discussion concluded.

Future Timeline Guidelines

- ♦ Mr. Blackmer stated that the CIP submissions due dates for the next five years had been established and forwarded to all requesters. He also stated that beginning with the FY 2006 submission, 10 years of major construction (supported by borrowing) would be included.

Parks and Recreation Submission

- ♦ Mr. Bryan Tippie provided the Parks and Recreation submission to Committee members who had not previously received a copy. A summary spreadsheet was also made available which reflected projects and amounts in the currently approved CIP (FY 2004 – FY 2005) and the revised requests from Parks and Recreation.

Closing Remarks -

- ♦ Paul Blackmer – Requested any citizen comments. There being none, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Betty Brooks
Senior Budget Analyst, Budget Office